



Blackboard

Create, Deploy, and Manage a Test

Blackboard tests are automatically graded and entered into Grade Center, with the exception of a few question types which require manual instructor grading (Essay, Short Answer, and File Response). You can create a test from the Test Manager or from within any Content Area.

Create a Test

1. On the **Control Panel**, under **Course Tools**, click **Tests, Surveys, and Pools**.

2. On the Tests, Surveys, and Pools page, **click Tests**.

3. Click .

NOTE: You can also create a test from within a Content Area. In the Content Area where you want to place the test, use the Evaluate drop-down menu to select Create Test.

4. Enter the following information:

- **Name** for the test (required field)
- **Description** (optional) when entered it appears under the test title in the Content Area where the test is deployed.
- **Instructions** that will appear to the student at the top of the test once it is started

5. Click **Submit**. The Test Canvas will display.

6. To set default options for this test, click **Creation Settings**.

7. Select the desired settings and click **Submit**.

NOTE: You can change Creation Settings as you are building test questions to allow for different settings in different sections of the test.

8. Use the **Create Question** drop down menu to select the **type of question** you want to create.

NOTE: See the "Assessment Question Types" guide for more information on question types.

9. Enter the test question.

- If made available in Creation Settings, add any additional attachments (images, URLs, files, etc.) to the question.


10. Enter the Point Value or accept the default.

11. Enter the question answer/s and indicate the correct answer/s.

- If made available, add any additional attachments to the possible answers.
- Enter feedback for correct and incorrect responses (this is optional).
- If made available, categorize the question so you can use it in future assessments.

12. Click **Submit**.

13.Continue adding questions using the Create Question drop-down menu.

NOTE: Questions may be reordered using the drag and drop icon  to the left of each question.

14.When finished adding questions, click **OK** to return to the Tests page.

Select Questions from a Pool or Other Test

While you are creating a test, you can import questions from any other pool or test you have already created.

- 1.** In the Test Canvas page, in the **Reuse Question** drop-down menu, select **Find from Pool or Test**.
- 2.** Select the pool or test from which you wish to select questions.
- 3.** Select the Question Types you want.
- 4.** If you entered Categories, Topics, Levels of Difficulty or Keywords when you created the test questions, you may search for questions based on those criteria. Click the + to expand the **Advanced Criteria** area.
- 5.** Select whether to use the point values currently assigned to the questions or you may enter a new point value for the questions.
- 6.** Click **Search**.
- 7.** Click the checkboxes for the questions you want.
 - If you wish to select all questions, click the checkbox in the grey header at the top of the question list.
- 8.** Click **Add Selected**.

Select Random Blocks of Questions from Pools

A Random Block of questions can be chosen from a pool. Each student will see a different set of questions from the Random Block.

- 1.** In the Test Canvas page, in the **Reuse Question** drop-down menu, select **Create Random Block**.
- 2.** Select the Pool to retrieve questions from.
- 3.** Select the types of questions you want.
- 4.** Enter the number of questions to import.
- 5.** Assign points per question.
- 6.** Click **Import**.

Make a Test Available (Deploy)

Once a test is created, the instructor must deploy the test, which means to add the test to a Content Area and make it available to students.

1. With **Edit Mode: ON**, open the content area where you want to add the test.
2. From the **Evaluate** drop-down menu, select **Create Test**.
3. Select the test you wish to deploy from the "Add Test" list.
4. Click **Submit**.
5. In the Test Options area, you can:
 - Edit the Test Name
 - Select a color for the Test name
 - Edit the Description
 - Select whether to open the test in a new window
6. In the *Test Availability* area, consider the following options:

Test Availability

Make the Link Available Yes No

Add a New Announcement for this Test Yes No

Multiple Attempts

- Allow Unlimited Attempts
- Number of Attempts

Force Completion
Test must be completed the first time it is launched.

Set Timer
Set expected completion time

Hours Minutes

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Password
Require a password to access this Test

Password

Callout boxes:

- Set test availability to "Yes" for students to see and access the test. Students can see test results in "My Grades" even if the test has time restrictions or availability of "No."
- Do you want a system-generated announcement to be posted?
- If you allow multiple attempts, select unlimited or set number.
- Selecting this option will lock students out of exam if they don't finish in one sitting. (Not recommended with multiple attempts.)
- Students can exceed the time limit, but with this option enabled you can see how long the student took to complete the test in the Grade Center. Students see an elapsed time window and a one-minute warning. Counter starts when the test is launched.
- If date-restricted, then set the display after and display until checkboxes.

Please refer to the Student and Instructor Assessment Recommended Practices for more information about designing and taking assessments.

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7. In the Self-assessment Options area, you can allow students to take a test without it affecting their total score — and the score can be hidden from the instructor.

Hiding the score of exams from the Grade Center makes the exam a self-assessment. This means you can see IF a student has taken the exam, but not her individual work. Self-assessment is good for an exam with multiple attempts that students can take until they master it. You will see a checkmark in the Grade Center for students who have completed a self-assessment item.

8. In the *Test Feedback* area, select the amount of feedback to be displayed to the student when test is completed.
 - **Score:** Students will see their score only; they will not be able to view the test questions after submission.
 - **Submitted Answers:** Students will see their submitted answers and red x if incorrect, green check if correct.
 - **Correct Answers:** Students will see which questions they got right and wrong and also the correct answers.
 - **Feedback:** Use this to display any feedback you entered when creating the test questions (correct, or incorrect with an explanation).

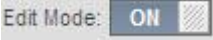
NOTE: Feedback selections can be changed after students take the exam, but the test questions and point values cannot be changed without risking corrupted data in the Grade Center. Students can review the test feedback from the content area where the test is located as well as from My Grades.

9. In the Test Presentation area, set options to determine how the test will be presented to the student and whether to randomize all the questions on the test.

10. Click **Submit**.

Remove Access to a Test

Once a test has been taken by all students, you will want to remove student access to the test. **The safest way to do this is to make the test unavailable.** The test remains deployed to the Content Area, but the link to the test is no longer visible to students. All Grade Center information is maintained including the instructor's ability to view the student's submitted test. The instructor will still be able to access the test through the Content Area and also in the Tests, Surveys, and Pools area of the Control Panel.

1. With  in the Content Area where the test is deployed, **click the double chevron next to the test name**, then select **Edit the Test Options** from the drop-down menu.
2. At **Make the Link Available**, select **No**.
3. Click **Submit**.

NOTE: If you attempt to remove a test from a Content Area rather than making it unavailable, the following warning will display:

Leave as is Remove

1. Delete Test

Warning: Deleting this content item will also delete all attempts for this Test. Retain the Grade Center item and scores for this Test by choosing Preserve scores below. These scores will no longer link to the Test attempts that produced the scores. This action cannot be undone. To prevent Test attempts from being deleted, hit Cancel below and make this content item unavailable rather than deleting it.

Preserve scores in the Grade Center for this Test, but delete all attempts for this Test.
 Delete this content item, the Grade Center item for this Test, all grades for this Test, and all attempts for this Test.


2. Remove

Leave as is Remove

While it is possible to remove a test and preserve student scores in the Grade Center, **EXTREME CAUTION** must be exercised in removing a test after it has been taken by a student. If you remove a test rather than making it unavailable, the student's score will remain in the Grade Center, but you will no longer be able to view the student's submitted test.


View Student's Test and Grade Essay Questions

If the test includes Essay, Short Answer or File Response questions, you must view the test to read the answers and then assign the appropriate number of points to the questions.

1. On the **Control Panel**, under **Evaluation**, click **Grade Center**. When a student submits a test containing questions that need to be graded manually, an exclamation point  will display in the Grade Center.
2. Locate the cell for the student's test, **click the double chevron** to the right of the exclamation point, then select **View Grade Details** from the drop-down menu.
3. To view the student's test attempt, click the **Open Attempt** button.
4. Enter the number of points you wish to assign to each question that requires manual grading.
5. Use the **Edit Feedback** button at the top of the test if you would like to add general comments to the student's test. **These comments can be seen by the student when they view their grades.**
6. Click **Submit**, then **OK**.

Reset an Exam

If a student began the exam and their computer "locked up" or if they lost power while they were taking the exam, you need to "clear attempt" so they can regain access to the exam. When an exam was exited without clicking Submit, you see a pencil/paper icon in the Grade Center where the grade for the exam normally appears. This icon also appears while a student is taking the exam, so make sure the student is not currently taking the exam before using Clear Attempt.

1. On the **Control Panel**, under **Evaluation**, click **Grade Center**.
2. Click the double chevron next to the Attempt in Progress icon  in the Grade Center, then select **View Grade Details** from the drop-down menu..
3. Use the Open Attempt button to view the student's test before you clear the attempt.
4. Click the **Clear Attempt** button. This resets the exam so the student can start over.
5. When you see the prompt, "Delete this attempt? This action is final and cannot be undone." click **OK**.

Work with Multiple Attempts

If you allow the students to have multiple attempts in taking the test, then you will need to decide which score to keep in the Grade Center.

1. On the **Control Panel**, under **Evaluation**, click **Grade Center**.
2. Click the double chevron next to the column header (test name) in the Grade Center, then select **Edit Column Information**.
3. Use the drop-down arrow at **Score attempts using** to select from: Grade of Last Attempt, Highest Grade, Lowest Grade, Grade of First Attempt, or Average of Attempt Grades.
4. Click **Submit**.

Analyze Test Results

You may wish to view an analysis of how your students answered test questions and overall student performance on a test. This could help you evaluate the validity of test questions.

1. On the **Control Panel**, under **Evaluation**, click **Grade Center**.
2. Click the double chevron next to the column header (test name), then select **Attempts Statistics**. The test results will display, showing each test item and the answers provided.
3. Click **OK** when you are finished viewing the Attempts Statistics.